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FROM: (Name, org. symbol, Agency/Post)	•	Room No.—Bidg.
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	MEMORANDUM FOR:	See distribution				
25 X 1	FROM:	Chief, Information & Management Support Staff, OL				
	SUBJECT:	OL 'Yellow Pages'				
	l. Last sum about OL's "imag	mer I talked with each of you, or your predecessors,				
25X1 25X1	what we do, just how they can get draft document t it's patterned 1 the various logi information in "with the alphabe the categories o broken into sepa I'd be grateful give me your com	that surfaced frequently was for something explaining who does it, where our customers can go for help, and what they need. With that in mind, we've compiled a that we call the "OL Yellow Pages." As you might expect, argely after the telephone company's "yellow pages", with stics activities and telephone numbers, plus helpful boxes" throughout. We plan to print it in bound-form, etical section running continuously (that is, continuing one-behind-the-other from page-top-to-bottom instead of trate pages). So we can make this as useful as possible, if you'd take the time to review the attached draft and ments or suggestions, by 30 April. Feel free to deas to me or to my action officer,				
	3. We have numerous actions under way in OL as a result of my visits with you. I've delayed giving you feedback until some of those actions were actually completed or at least well in progress rather than merely on the drawing board. I should have some substantive accomplishments to report within the next few months.					
25 X 1	4. Again, t will help us giv Mahoney's #1 pri	hanks for your candid, constructive criticisms. They e all of you better service, which is one of Hank orities.				

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Attachment

Draft "OL Yellow Pages"

AIUO when separated from

secret attachment

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OFFICE OF LOGISTICS

"YELLOW PAGES"

A listing of logistics activities, responsible offices, and telephone numbers

OL Yellow Pages

Table of contents

Page

Introduction
Component Logistics Officers
Logistics regulations
OL services - alphabetical listing

SECRET

INTRODUCTION

component.

WHAT ''OL YELLOW PAGES' ARE:

These "Yellow Pages" are intended as a handy reference guide to the many services the Office of Logistics provides for the Agency, both in the field and in the Headquarters and external Agency-occupied buildings in the Metropolitan Washington Area.

WHO THEY'RE FOR:

We hope the listing will be helpful to all our customers, as well as to Logistics Officers, Admin Officers, secretaries, and others who perform duties of a logistical nature. Because it also can be used "in-house", it includes some sections marked "OL only.".

HOW TO USE THEM:

In the alphabetical section you'll find headings that are generally descriptive of the category of service. Under each heading are then listed the services themselves, also in alphabetical order, with the responsible OL component, secure and nonsecure telephone numbers, form numbers if required, and a few general tips. For policy and detailed procedures, you should refer to the appropriate regulatory issuance (all current Logistics HR/FRs and HHB/FHBs are listed on page ____) or consult the person designated to handle logistics matters in your own

YOUR FIRST SOURCE:

Although contact offices and telephone numbers are provided, please remember that your first channel is through your component Logistics Officer or other designated contact person. Their telephone numbers are listed separately on page .

LET US KNOW:

We welcome your comments as to the booklet's usefulness, plus your suggestions for improvements. Use the tear-out form on the next page, or call the Information & Management Support Staff, OL, on

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Evaluation - "OL Yellow Pages"

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I four	nd the "OL Yellow Pages	" (check all appropriate):	
	Fairly useful	Very useful	Not useful
	About right	Too long	Too short
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Component Logistics Officers

(to be finalized)

